

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PUBLIC WORKS OFFICE ASSISTANT II**

Jurisdictional Class: **Competitive**

Date Adopted: **December 29, 1995**

Date Revised: **7/31/00 (Spec. Req.)**

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **13**

DISTINGUISHING FEATURES OF THE CLASS: The position combines aspects of a senior clerical position with those of lower level management. Occupant of the position exercises supervision over lower clerical staff. Occupant reports directly to the Commissioner, and serves as a liaison for the Commissioner to the entire department. Must possess knowledge in many different areas. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains county road inventory;

Adds vendor information to computerized vendor files;

Enters requisitions and vouchers on computer and generates log of received items to pay for department bills;

Prepares and maintains payroll records and operations for the department;

Acts as liaison with civil service and employee contract on all departmental personnel matters;

Collects and compiles statistics for numerous government reports;

Keeps books of accounts;

Types necessary correspondence.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of bookkeeping, governmental accounting and payroll procedures; also of micro-computer applications; mathematical ability. Research skills, ability to supervise others.

MINIMUM QUALIFICATIONS:

- A. Associates degree in public administration, accounting or a related field, and two years of experience doing advanced work in an office setting; **OR**
- B. Four (4) years of experience as described in (a) above; **OR**
- C. An equivalent combination of training and experience as outlined by the limits of (a) or (b) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: This class requires frequent travel. Incumbent will be required to possess a valid, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.